

## PCC Decision Form

Subject matter	Name of Proposer (eg Chief Executive, Chief Constable, Director of Finance)	Date of Request	Previous related decisions
Upgrade of IT services including subscription to Microsoft Office 365 in the OPCC	OPCC Office Manager	19/10/20	

Private / Exemption - Yes / No If Yes Reason Why (eg Schedule 12A Local Government Act 1972, Freedom of Information Act 2000)	Urgent (if Yes, Why and by When?)
No	

Decision Requested		
The Police and Crime Commissioner is asked to approve the additional IT costs submitted by South Yorkshire Pensions IT including the subscription to Microsoft Office 365 within the OPCC		
Executive Summary of Request	Supporting Report attached?	No
<p>The OPCC IT infrastructure and services are supplied under a Service Level Agreement by South Yorkshire Pensions Authority (SYPA). SYPA fund these costs initially and recharge the OPCC a percentage relating to the number of users we have. They have notified the OPCC of some changes which are required in order for us to remain compliant as a result of a recent Microsoft Compliance Assessment they have undertaken.</p> <p><b><u>Windows Server Client Access Licenses (CALs) &amp; Datacenter</u></b>  The Windows Server Client Access Licences (CAL) and Datacenter licences form part of the Microsoft Compliance Assessment which identified a shortfall across the SYPA estate. To resolve this shortfall, all users require a CAL for accessing services on Windows Server and the host server (hardware hosting these servers) requires additional licences for running these servers (Datacenter is the most cost effective resolution).  The cost of these 2 items is based on 27 OPCC users:  27 CALs @ 10.39 and a split of the datacenter cost based on 27 users - SYPA and JAGU pay the remainder through SYPA's subscription agreement.  There is no choice as to whether we have them; to be compliant we need them.</p> <p><b>Costs:</b></p> <ol style="list-style-type: none"> <li><b>Windows Server Client Access Licenses (CALs) £280.53 per annum</b></li> <li><b>Datacenter £721.55 per annum</b></li> </ol> <p><b><u>Subscription to Microsoft Office 365 (O365) &amp; MS Teams</u></b>  The OPCC had a requirement for a suitable videoconferencing facility. Research indicated that Skype was the most suitable and secure option however new Skype licences are not available to buy as this service is being phased out in July 21 and replaced by MS Teams. MS Teams is part of the Office 365 software package and cannot be purchased as a standalone. The OPCC has also given a commitment to align where ever possible with SYP who are currently running a project locally and joining the National Enabling Programme (NEP) across the police service to</p>		

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implement the upgrade to O365 by Feb 2021 in South Yorkshire.  
 The OPCC are currently trialling (no cost) an O365 evaluation licence which expires in Jan 2021 and gives limited capabilities in MS Teams, which we have realised is not sufficient for our current needs. In order to fulfil the OPCC requirement to have a videoconferencing and audio conferencing facility, there is a requirement to purchase the full licence option of O365 as soon as possible and prior to the end of evaluation period.

The purchase of the full licences will give 27 staff in the OPCC a licence which includes the use MS Teams video conferencing and 10 staff a licence to use audio conferencing. This will afford OPCC staff full access to the applications within O365 and to remain aligned with the SYP project. The O365 licences will be procured directly between the OPCC and Microsoft via a third party supplier (Phoenix Software Ltd) through the YATH Framework Agreement. SYPA will provide a supporting role in the implementation and management of the licences as part of the existing SLA at no additional cost.

A further project to move the OPCC forward (in conjunction with SYPA) to using more of the applications available in full licence version of O365 is a longer term aim and is likely to incur additional charges for procuring the expertise to manage the implementation project.

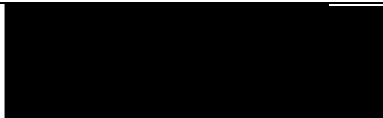
**Costs:**

- 3. Upgrade to Microsoft Office 365 x 27 licences @ 185.76 each – total £ 5015.52 per annum
- 4. Licences to provide Microsoft Office 365 Audio Conferencing x 10 licences @ 39.84 each – total £398.40 per annum

**Total costs to be approved by the PCC are :**

<b>1</b>	<b>Windows Server Client Access Licenses (CALs)</b>	<b>£280.53</b>
<b>2</b>	<b>Datacenter</b>	<b>£721.55</b>
<b>3</b>	<b>Microsoft Office 365</b>	<b>£5015.52</b>
<b>4</b>	<b>Microsoft Office 365 Audio</b>	<b>£398.40</b>
	<b>TOTAL</b>	<b>£6416.00 per annum</b>

**Approval by proposer (SLG lead / OPCC SMT lead) and confirmation request is ready for PCC consideration**

<b>Signed:</b>		<b>Date:</b>	<b>19.11.2020</b>
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**Approved by Director of Finance**

<b>Signed:</b>		<b>Date:</b>	
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## PCC Decision Form

Considerations	Evidence of information or advice gathered or discussion / consultation conducted	How has all this evidence impacted on overall proposal?
Public and / or Partners	Discussed with SLT, SYPA, Supt Rob Odell (SYP project lead for upgrade)	
Impact on Service	The OPCC will have the ability to communicate and share documents with force colleagues more effectively	
Financial	OPCC budget provision is available  The Office 365 licences will be procured under the YATH framework agreement	
Legal		
HR		
T/Unions / Staff Assoc.		
Equality & Diversity (Public Sector Equality Duty)		
Risks / Opportunities	If the OPCC take no action, they will lose the ability to communicate effectively across all areas of business.	
Sustainability		
Data Protection Impact Assessment (DPIA)		
Other (specify)		

### Views of PCC's Chief Finance & Commissioning Officer

I have been consulted about this proposal and I support this as it is business critical.

Funding for 2020/21 is within the overall budget envelope for the OPCC, and future need has been identified separately in the budget setting process and factored in accordingly.

**Signature:**



**Date:**

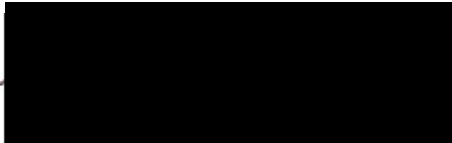
**26.10.2020**

## PCC Decision Form

### Views of PCC's Chief Executive & Solicitor

I have been consulted about this proposal and recommend PCC approval.

Signature:



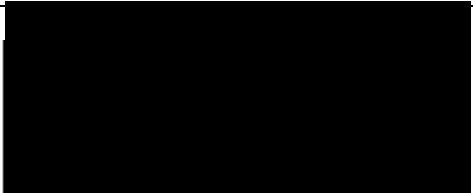
Date:

5.11.2020

### PCC's Decision and Rationale

Happy to support.

Signature:



Date:

5.11.2020

### OPCC GATEKEEPER (Information Officer)

Decision Ref. No	PAB Minute No: (where applicable)	Date Proposer notified of Decision	Date Published